Compliance Checklist Summary Table

Requirement	Status	Responsible Party	Remarks
Data Privacy Policy in Place	Compliant	Legal Department	-
Staff Training on Compliance	In Progress	HR Manager	Scheduled next quarter
Annual Audit Completed	Compliant	Compliance Officer	See attached report
Incident Reporting Process	Non-Compliant	Operations	Policy revisions pending
Supplier Due Diligence Review	Compliant	Procurement	-

Important Notes

- This checklist is a summary and should be reviewed regularly for updates or changes in requirements.
- Supporting documentation should be maintained for all items marked as "Compliant".
- Non-compliant items must have corrective actions with clear deadlines and responsible parties.
- This document supports internal auditing and regulatory inspections.
- Always keep versions controlled and securely stored for reference.